

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE AND SCENE - [Project Name/Property Address]

Dear [Recipient Name],

This letter serves as a formal notice regarding the structural defects identified at [Property Address/Location] on [Date Identified]. We have reason to believe that these defects may lead to legal claims or insurance proceedings.

You are hereby formally requested to preserve the scene of the defect and all related evidence in its current state. This preservation requirement includes, but is not limited to:

- The physical structural components, debris, and surrounding materials.
- Construction logs, site reports, and inspection notes.
- Original design blueprints, change orders, and engineering specifications.
- Digital records, including emails, photographs, and video surveillance footage of the area.
- Maintenance records and correspondence related to the structural integrity of the site.

Please refrain from performing any repairs, alterations, demolition, or "remediation" work at the site until a joint forensic inspection can be conducted by qualified experts. Any alteration of the scene or destruction of relevant documentation may be considered spoliation of evidence, which can result in severe legal sanctions or an adverse inference in future litigation.

Please acknowledge receipt of this letter in writing within [Number] business days and confirm that all necessary steps have been taken to secure the scene and preserve the relevant data.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]